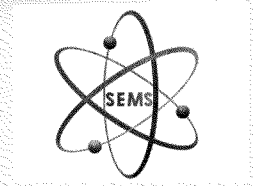


The background features a large, faint, circular watermark of the United States Environmental Protection Agency (EPA) seal. The seal contains the text "UNITED STATES" at the top and "ENVIRONMENTAL PROTECTION AGENCY" at the bottom, surrounding a central emblem of a flower with a sun-like center.

SEMS DD Update

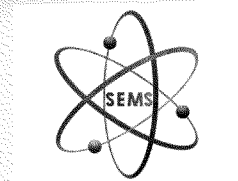
November 30, 2016

PURPOSE



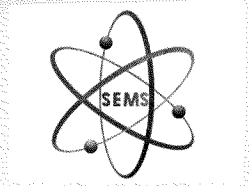
- Implement a change management process that will allow priorities of the Superfund program to drive changes to SEMS modules
- Create a Change Control Board (CCB) consisting of representatives from each region along with the offices of OEM, FFRRO, OSRE and FFEO
- Balance requirements with available resources while providing transparency

BACKGROUND/LESSONS LEARNED



- Demands/Requirements exceed Supply/Resources
- Releases too frequent, every two weeks, with insufficient time for testing
- Focus on implementing large “New” features, rather than fixing bugs, has resulted in a large backlog of tickets
- Need to balance requests from multiple stakeholders:
 - Region specific requests
 - OSRTI and Other Offices
- Need improved transparency and timely communication across stakeholder groups

CCB AND RELEASES



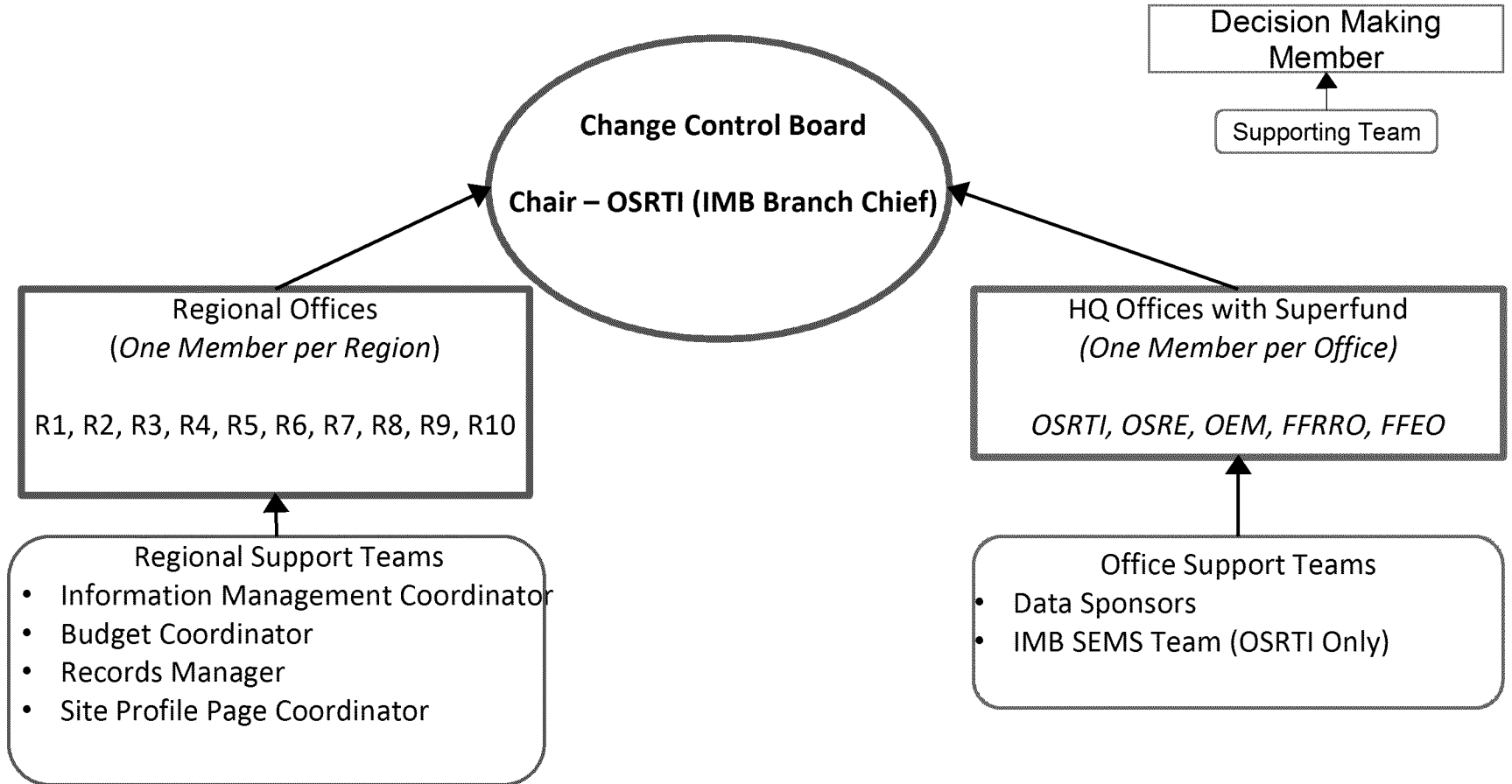
- **CCB MEMBERS:**

- Each region and Office will have a voting member
- Voting members will likely require a supporting team to assist in reviewing and prioritizing changes from their respective functional/program areas
- Meets on a monthly basis (initially) to:
 - Prioritize requirements (tickets and change requests)
 - Determine which requirements to include in releases based on priority and available resources

- **RELEASE SCHEDULE:**

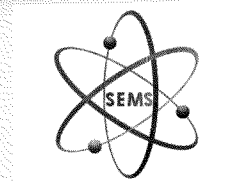
- Releases every two months beginning in April 2017
- Goal is to establish content for future releases 3 months prior to planned release date

SEMS Governance Structure



Advisory Offices (as needed): OLEM, OECA, OEI, OWC, ORCR

NEXT STEPS



- December 2016:
 - Appoint Members to the Change Control Board; Provide feedback to draft charter
 - Regions and Offices assemble teams for supporting CCB (if required)
- January 2017:
 - Kickoff meeting
 - Review and prioritize tickets for inclusion in future SEMS releases
 - Begin scoping April 2017 release (based on results of prioritization)
- February 2017 – Finalize April 2017 Release
- March 2017 – Create release strategy/schedule for future SEMS releases
- April 2017 and Beyond:
 - Recurring CCB Meetings
 - Prioritize tickets; adjust release strategy/schedule as appropriate